



# CITY OF HOUSTON

## Job Posting

AP

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	FIELD SUPERVISOR
Posting Number	PN# 109975
Department	Department of Public Works & Engineering
Division	Public Utilities Division
Section	Water Production Branch
Reporting Location	611 Walker*
Workdays & Hours	Rotating days/shifts*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Plans, coordinates and directs the activities within the Public Utilities Division who are engaged in providing City utility services, which includes investigating Service Request, performing repairs on collection and distribution systems lines and providing Water Production Treatment Plant services. Organizes and assigns the work of utility crews, Plant maintenance crews, monitor work in progress. Ensures that employees have adequate work supplies and properly functioning equipment in order to perform assigned tasks. Analyzes and resolves staff, equipment and operating problems. Reviews operations policies and procedures; recommends changes to increase efficiency; implements approved changes. Trains new employees on work practices and the Infrastructure Management System (IMS) procedures. Sets up and maintains employee attendance records. Prepares periodic employee performance evaluations; reviews contents with the employee. Prepares periodic production reports as required and/or requested. Assists with daily operations tasks as needed; drives City vehicle. Oversees preventive maintenance of assigned vehicles, yard maintenance, equipment, plant machinery and tools. Observes safety regulations and ensures that crews do the same.

**WORKING CONDITIONS**

This position routinely requires lifting moderately heavy items (up to 40 pounds) and very long periods of walking on rough surfaces on a routine basis. There is routine exposure to significant levels of heat, cold, moisture and air pollution.

**MINIMUM EDUCATIONAL REQUIREMENTS**

High School Diploma or GED certificate.

**MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years progressively responsible work experience in the maintenance field is required.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to applicants with knowledge, ability and experience in the following: Operating moderately complex equipment in utility easements; GIMS, Leak Detection equipment, Water Distributing System. Experience with facilities, building maintenance, including carpentry, painting, and concrete; Water Production field investigations; Possessing a Water Collection III or Distribution B License, Water Quality; Experience in sample collection, distribution diagnostics and a C water licensed; Microsoft applications (i.e. Word, Excel, Access and Outlook); Infrastructure Management System (IMS) or a work order tracking system application.

**SELECTION/SKILLS TESTS REQUIRE** None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 17**  
\$992 - \$1,404 Biweekly      \$25,792 - \$36,504 Annually

**OPENING DATE** April 19, 2006

**CLOSING DATE** May 09, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. **Our TDD (Telephone Device for the Deaf) phone number (713) 837-94971. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer